



**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243**

July 28, 2006

Dear Provider of Behavior Analyst or Behavior Specialist Services:

The Centers for Medicare and Medicaid Services recently approved amendments to the Medicaid Home and Community Based Services (HCBS) waiver programs through which community services are provided to individuals with mental retardation. This letter will provide clarification regarding how Individual Support Plans (ISP's) and Cost Plans will be handled. A table of the waiver changes is enclosed. The most significant changes are listed below:

1. **Service Units:** There is a change in the service unit from "per hour" to "per 15 minutes" for Behavior Analyst Services and Behavior Specialist Services. While the effective date of these changes resulting from the waiver amendments is July 1, 2006, we are unable to immediately make the changes needed to Cost Plans and electronic billing for some of the services, especially those where the service unit has changed (e.g., from "per hour").

During the 3rd week of September, the Information Technology staff of the Division of Mental Retardation Services (DMRS) will perform an electronic conversion of Cost Plans and the DMRS billing system retroactive to July 1, 2006, converting service units in approved Cost Plans and service units which have already been billed.

- For any ISP submitted to the Regional Office but not yet processed in the system before the date of the electronic conversion, the Regional Office will manually convert the Services and Supports section of the ISP to the new service units before entering the information into the DMRS Cost Plan and billing system. During the period April through June of 2007, providers may have to submit amended claims for July and August to reconcile any differences between the reimbursement based on the "per 15 minutes" service unit versus the "per hour" service unit.
- For any ISP submitted to the Regional Office between the date of the electronic conversion and October 1, 2006, the Regional Office will manually convert the Services and Supports section of the ISP to the new service units before entering the information into the DMRS Cost Plan and billing system.
- All ISP's submitted to the Regional Office on or after October 1, 2006, will be required to be submitted using the new "per 15 minutes" service units.

2. **New Cost Centers:** New cost centers have been created for the following waiver services. These new cost centers can be used in ISP's and Cost Plans immediately for dates of service beginning July 1, 2006.

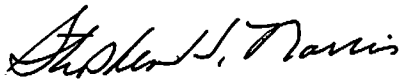
- Behavior Analyst Assessment
- Behavior Analyst Behavior Plan Development and Training of Staff on the Plan
- Behavior Analyst Presentation at Meetings

3. **Service Limits:** Effective for dates of service on or after July 1, 2006, the waiver service definitions for the following services were amended to include certain service limitations.
- **Behavior Analyst Assessment** - The waiver service definition limits reimbursement for an assessment to a maximum of 8 hours per assessment. The service recipient is limited to a maximum of 2 assessments per year, but there must be adequate justification for any service recipient to have a 2nd assessment in a calendar year.
 - **Behavior Analyst Behavior Plan Development and Training of Staff on the Plan** - The waiver service definition limits reimbursement for the development of the plan resulting from an assessment and training of staff on the plan to a maximum of 6 hours. The service recipient is limited to a maximum of 2 Plan Developments with Training of Staff on the Plan per calendar year.
 - **Behavior Analyst Presentation at Meetings** - The service recipient is limited to a maximum of 5 hours of services per calendar year per provider.

While this memo focuses on the process for handling changes resulting from the amendments to the Medicaid HCBS waivers, the same policies would apply to equivalent services state-funded by DMRS. The specific cost centers for the state-funded services, however, are not addressed in this memo.

If you have any questions, you may contact George Zukotynski at (615) 532-1610.

Sincerely,



Stephen H. Norris
Deputy Commissioner

SHN:wlm

Enclosure

CC: George Zukotynski
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Waiver Service	Cost Center			Service Unit	Maximum Rate	Comment
	Statewide	Self Determination	Arlington			
Behavior Analyst Services: Assessment	6B730 6B731	9B730 9B731	6B730Q 6B731Q	Per 15 minutes	\$18.69	These new cost centers are effective for dates of service beginning July 1, 2006, and may be used in ISP's and Cost Plans immediately. There is a reimbursement limit of 8 hours for an assessment and a limit of 2 assessments per service recipient per year.
Behavior Analyst Services: Behavior Plan Development and Training of Staff on the Plan	6B732 6B733	9B732 9B733	6B732Q 6B733Q	Per 15 minutes	\$18.69	These new cost centers are effective for dates of service beginning July 1, 2006, and may be used in ISP's and Cost Plans immediately. There is a reimbursement limit of 6 hours for plan development and initial training on the plan and a limit of 2 "plan developments" per service recipient per year.
Behavior Analyst Services: Presentation at Meetings	6B734	9B734	6B734Q	Per 15 minutes	\$18.69	These new cost centers are effective for dates of service beginning July 1, 2006, and may be used in ISP's and Cost Plans immediately. There is a reimbursement limit of 5 hours of presentations per calendar year per service recipient per provider.
Behavior Analyst Services – Other (excluding assessments, plan development and staff training, and presentations)	6B712	9B712	6B712Q	Per 15 minutes	\$18.69	All ISP's submitted to the Regional Office on or after October 1, 2006, will be required to be submitted using the new "per 15 minutes" service unit instead of "per hour". Prior to October 1, 2006, continue to use the "per hour" service unit. (July and August billing will have to be reconciled later.)

Waiver Service	Cost Center			Service Unit	Maximum Rate	Comment
	Statewide	Self Determination	Arlington			
Behavior Specialist Services	6B611	9B611	6B611Q	Per 15 minutes	\$6.69	<p>All ISP's <u>submitted</u> to the Regional Office on or after October 1, 2006, will be required to be submitted using the new "per 15 minutes" service unit instead of "per hour".</p> <p>Prior to October 1, 2006, continue to use the "per hour" service unit. (July and August billing will have to be reconciled later.)</p>